

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M303

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Agency
City of Gaithersburg

Division/Unit
Public Works – Facilities & Capital Projects

Item No.	Description	Retention
1	Vendor Invoices	Retain 1 year, then destroy
2	Property Lease Files	Retain 3 years after end of lease, then destroy
3	Property Management Files	Retain 3 years from completion, then destroy
4	Building Inspections and Testing	Retain 3 years, then destroy
5	Code Compliance	Retain 3 years, then destroy
6	City Facility Files	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
7	Budget Files	Retain 3 years, then destroy
8	Utility Files	Retain 3 years, then destroy

Schedule Approved by Department, Agency or Division Representative.

Date 3-14-14

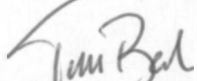
Signature 

Typed Name Dennis Enslinger

Title Assistant City Manager

Schedule Authorized by State Archivist

Date 5-15-14

Signature 

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M303
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Agency City of Gaithersburg		Division/Unit Public Works – Facilities & Capital Projects
Item No.	Description	Retention
9	Operational and Maintenance Manuals	Retain until updated or superseded, then destroy
10	Recycling (Fluorescent Lamp Records)	Retain paper records until scanned to Maryland State Archives' standards, then destroy. Retain scanned images for 5 years, then destroy
11	As-Built Drawings	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
12	Project Files	Retain 12 years from completion of project, then destroy
13	Studies, Surveys & Analysis Files	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.